



**Programul Erasmus+ – KA220-VET - Parteneriate de
cooperare în domeniul educației și formării profesionale**
INCLUDE - 2023-1-RO01-KA220-VET-000160043



Brochure for Vulnerable People

Want a job? You can get it!

Set of tips how to get the job you want even if your skills are few

2025

Co-funded by the
Erasmus+ Programme
of the European Union





INTRODUCTION

This brochure was realized during the implementation of the Erasmus+ Programme, KA220-VET - Cooperation partnerships in vocational education and training project “INCLUDE” with ID number 2023-1-RO01-KA220-VET-000160043, together with all the partner organizations from four EU countries: Romania, Italy, Spain and Ireland.

The project main objectives were to help vulnerable people to get employed by:

- Raising employers' awareness of the existing problems of vulnerable people such as NEETS and Ukrainian refugees in terms of the employment process
- Developing the organizational capacity of VET providers to prepare vulnerable people such as NEETS and Ukrainian refugees for integration into the modern labor market
- Increasing the degree of adaptation of vulnerable categories of employees such as NEETS and refugees to the rapid changes of the labor market.



Want a Job? You Can Get It!

Simple and Practical Advice for People Who Are Looking for Work

This brochure is made for people who:

- do not have a job right now
- have few skills or little experience
- have been unemployed for a long time
- feel insecure, discouraged, or afraid to apply

You are **not alone**. Many people find work step by step.

You can do it too.

1. Believe That You Can Work

You do not need to be perfect to get a job.

Many jobs do **not** need diplomas or special training.

Employers often look for people who:

- come on time
- do their tasks carefully
- listen and follow rules
- want to learn

☞ These are important qualities.

If you have them, **you are able to work**.



2. Think About What You Can Do

You already have useful abilities, even if you never worked officially.

You may have experience from:

- cleaning your home
- helping family members
- taking care of children or elderly people
- working in the garden or on the field
- helping neighbors

These show that you are:

- responsible
- patient
- hard-working

What to Do:

Write down:

- things you do every day
- things people ask your help for

These can become **job skills**.





3. Look for Simple Jobs First

Your first job does not have to be your dream job.

It is okay to start with simple work, such as:

- cleaner
- helper in a kitchen or shop
- warehouse worker
- agriculture or construction helper
- caregiver assistant

These jobs help you:

- gain experience
- learn how work life functions
- show that you are reliable

☞ A first job is a **beginning**, not the end.





4. Learn While You Work

You do not need to know everything before starting.

Many people learn:

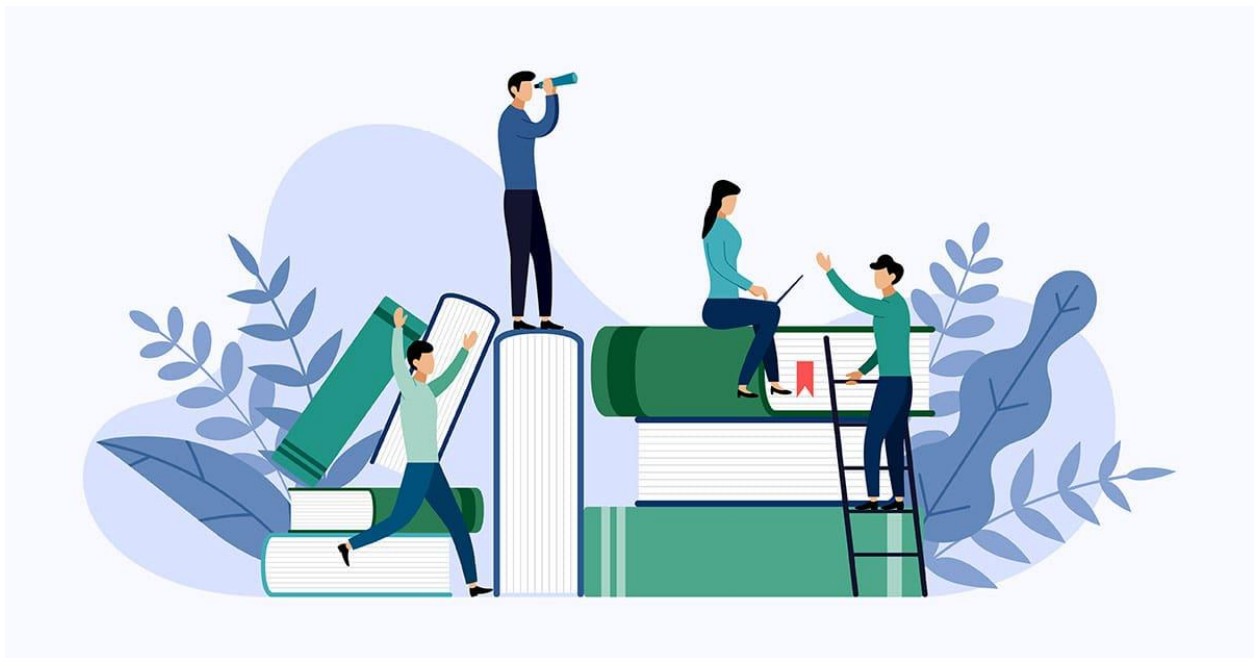
- how to use tools
- how to work with others
- how to talk to clients

while they are already working.

What Helps:

- watch how others work
- ask simple questions
- try again if you make mistakes

Mistakes are normal. Learning takes time.





5. Prepare for the Interview

An interview can be short and simple.

You do not need difficult words.

Employers want to hear:

- “I want to work.”
- “I am serious.”
- “I am ready to learn.”

Simple Tips:

- arrive on time
- wear clean clothes
- speak honestly
- look at the person when you talk

If you have no experience, say it clearly:

“I don’t have much experience, but I want to work and learn.”

This is enough.





6. Ask for Help

Asking for help is not a problem. It is smart.

You can ask:

- employment offices
- social workers
- NGOs or community centers
- friends, neighbors, relatives

What to Do:

Tell people that you are looking for a job.

Many jobs are found through **other people**, not online.

7. Do Not Give Up if You Are Refused

Sometimes you will hear “no”.

This happens to many people.

A refusal does **not** mean:

- you are bad
- you are useless
- you will never work

It only means: *this job was not for you.*

After a Refusal:

- try again
- apply for another job
- ask someone to help you improve

Every try makes you stronger.



8. Take Small Steps

You do not need to change your life in one day.

Small steps are enough:

- one application
- one interview
- one day of work

Over time, this can lead to:

- more confidence
- better skills
- better jobs

☞ One step today is better than waiting for a perfect moment.

Final Message

You are not your problems.

You are not your past.

You are a person who:

- can work
- can learn
- can move forward
-

🌱 **Want a job? You can get it – one step at a time.**



Simple Interview Guide

1. Preparing for the Interview

1.1 What to Do One Day Before

The day before the interview is very important. Good preparation helps you feel calmer.

- ✓ Read your CV again
- ✓ Check where the company is (address)
- ✓ Check the interview date and time
- ✓ Prepare your clothes
- ✓ Prepare your documents (ID, CV, certificates – if asked)

✦ **Tip:** Sleep well. Being rested helps you think clearly.

1.2 How to Dress (Simple and Correct)

You do not need expensive clothes. You need **clean and neat clothes**.

- ✓ simple T-shirt or shirt
- ✓ clean trousers
- ✓ clean shoes
- ✗ no cap
- ✗ no tracksuit

☞ **Simple rule:** better too simple than careless.

2. How to Behave at a Face-to-Face Interview

2.1 When You Arrive

- ✓ arrive 10–15 minutes early
- ✓ greet politely
- ✓ say your name
- ✓ wait calmly

This shows respect and seriousness.



2.2 Body Language

- ✓ sit or stand straight
- ✓ look at the person who is speaking
- ✓ do not chew gum
- ✓ do not use your phone
- ✓ shake hands (if offered)

✦ **Important:** Smile gently. It helps a lot.

3. Common Questions and Simple Answers

3.1 “Tell us something about yourself”

☞ **Short example answer:**

“I am a serious person. I have worked in _____. I respect working hours and I am looking for a stable job.”

3.2 “What experience do you have?”

Say what you have done, even if it was not official work:

- ✓ occasional jobs
- ✓ helping family
- ✓ volunteering
- ✓ practice or training

Example:

“I worked as a warehouse helper. I prepared orders and kept the workplace clean.”

3.3 “Why do you want this job?”

☞ **Simple answer:**

“Because I know this field and I can learn new things quickly.”



3.4 “What are your strengths?”

Choose 2–3:

- ✓ punctuality
 - ✓ seriousness
 - ✓ following rules
 - ✓ teamwork
 - ✓ willingness to work
-

3.5 “Do you have weaknesses?”

☞ Say something real and manageable:

- ✓ “At the beginning I need clear explanations.”
- ✓ “I learn better by practice.”

✦ Do **not** say: “I have no weaknesses.”

4. Questions About Computer and Technology

If they ask:

“Can you use a computer?”

☞ **Correct answer:**

“Yes, at a basic level. I can write documents, send emails, and use simple applications.”

5. Online Interview (Phone or Computer)

5.1 What to Check Before

- ✓ phone or laptop charged
- ✓ working internet
- ✓ application ready (Zoom, WhatsApp, Teams)
- ✓ quiet place
- ✓ good light



5.2 How to Sit During an Online Interview

- ✓ camera at face level
- ✓ speak clearly
- ✓ look at the screen
- ✓ do not move too much
- ✓ do not eat

✦ Practice exercise:

Simulate a 5-minute online interview.

6. What to Do After the Interview

- ✓ thank politely
- ✓ wait for the answer
- ✓ check your email
- ✓ answer the phone calmly if they call

☞ If you do not receive an answer, it is **not a failure**. Apply again elsewhere.

7. Common Mistakes (and How to Avoid Them)

- ✗ arriving late
 - ✗ talking too much
 - ✗ criticizing former employers
 - ✗ saying “I know nothing”

 - ✓ be honest
 - ✓ speak simply
 - ✓ show willingness to work
-



INTERVIEW WORKSHEETS

(Questions + simple answers)

Instruction for participants:

Read the question. Choose or adapt the answer. Say it out loud.

WORKSHEET 1 – Basic Questions

1. “Tell us something about yourself.”

Simple answer (model):

“I am a serious person. I respect working hours and I am looking for a stable job. I have experience in _____.”

2. “What experience do you have?”

Simple answer:

“I worked as _____. I did _____, _____, and _____.”

(Example: warehouse worker – order picking, arranging goods, cleaning)

3. “Why do you want this job?”

Simple answer:

“Because I know this field and I am willing to learn.”

4. “What schedule can you work?”

Simple answer:

“I can work the proposed schedule and I am flexible if needed.”

5. “When can you start?”

Simple answer:

“I can start immediately / from _____.”



WORKSHEET 2 – Behaviour Questions

6. “What are your strengths?”

Choose 2–3:

- ✓ punctuality
- ✓ seriousness
- ✓ teamwork
- ✓ attention to detail

Model answer:

“I am punctual, serious, and I work well in a team.”

7. “Do you have weaknesses?”

Safe answer:

“At the beginning I need clear explanations, but I learn fast.”

8. “How do you react to rules?”

Simple answer:

“I respect rules and instructions.”

WORKSHEET 3 – Computer Questions

9. “Can you use a computer?”

Correct answer:

“Yes, at a basic level. I can write documents, send emails, and use simple applications.”

10. “Have you used applications at work before?”

Simple answer:

“Yes, I followed instructions on screen and entered simple data.”

WORKSHEET 4 – At the End of the Interview

11. “Do you have questions for us?”

You can ask:

- ✓ “What is the exact schedule?”



- ✓ “Is there a training period?”
 - ✓ “When will I receive an answer?”

 - ✦ Do not say: “No questions,” if you can ask at least one.
-

FULL SIMULATION

From Job Ad → CV → Email → Interview

STEP 1 – Job Ad (Example)

Company: SC Example SRL

Position: Warehouse Worker

Requirements:

- ✓ seriousness
- ✓ availability
- ✓ experience – advantage

Contact: angajari@exemplu.ro

STEP 2 – CV Check

- ✓ relevant experience
 - ✓ correct contact details
 - ✓ CV saved as PDF
-

STEP 3 – Sending the CV by Email

To: angajari@exemplu.ro

Subject: Application – Warehouse Worker

Message:

“Good day,
I am sending my CV for the warehouse worker position.
Thank you.
Kind regards,
Dan Surdu
Phone: 07xx xxx xxx”

 Attached: CV_Dan_Surdu.pdf



STEP 4 – Interview Invitation (Simulation)

“You are invited to an interview tomorrow at 10:00.”

☞ What you do:

- ✓ confirm attendance
 - ✓ note time and address
 - ✓ prepare yourself
-

STEP 5 – Interview (Role Play)

- ✓ short answers
 - ✓ polite language
 - ✓ calm attitude
 - ✓ feedback at the end
-

STEP 6 – After the Interview

Candidate says:

“Thank you for your time. Have a nice day.”

SELF-EVALUATION (1 Minute)

- ✓ I answered calmly
 - ✓ I spoke clearly
 - ✓ I said what I can do
 - ✓ I asked a question
-

IMPORTANT MESSAGE

- ☞ Interviews are learned by practice.
- ☞ You do not need to be perfect.
- ☞ You need to be honest and willing to work.

 **You can do it. Step by step.**



**Programul Erasmus+ – KA220-VET - Parteneriate de
cooperare în domeniul educației și formării profesionale**
INCLUDE - 2023-1-RO01-KA220-VET-000160043



Co-funded by the
Erasmus+ Programme
of the European Union



"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."